



Houston Health Department

Consumer Health Services Bureau

P.O. Box 300008

Houston, TX 77230-0008

www.houstonconsumer.org

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2021 APPLICATION FOR A FOOD SERVICE MANAGER'S CERTIFICATE

PLEASE PRINT CLEARLY

DUPLICATE CERTIFICATE: ☐ Attach a copy of a valid government issued photo ID such as a Driver's License.

RECIPROCAL CERTIFICATE: ☐ Attach a copy of a valid government issued photo ID such as a Driver's License and a copy your Certificate of Examination from an accredited Food Manager's Program.

Date:

Name:

First

Initial

Last

Home
Phone:

Driver's
License #:

Date of
Birth:

Male ☐

Female ☐

Home Address:

☐ Preferred

#

Street

Apt.

City

State

Zip

Business Name:

☐ Preferred

Business
Address:

Street Address

Suite

City

State

Zip

Business
Phone:

Email:

Signature:

DO NOT WRITE BELOW THIS LINE

DUPLICATE CERTIFICATE: ☐

Date Cert.
Starts:

Ends:

Cert
#:

RECIPROCAL CERTIFICATE: ☐

Date Cert.
Starts:

Ends:

Cert
#:

Approved
by:

Date:

SIGNATURE

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832.393.5100



HOUSTON HEALTH DEPARTMENT
Bureau of Consumer Health Services
PO Box 300008
Houston, Tx 77230-0008

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR A FOOD SERVICE MANAGER'S CERTIFICATE

The following fields are required:

- ✓ Either check the box indicating that the application is for a reciprocal certificate from another agency or program or a duplicate of your existing City of Houston certificate.
 - If this application is for a copy of your existing City of Houston Food Manager's Certificate (\$29.72), a copy of a valid government issued photo id must be attached
 - If this application is for a reciprocal from another accredited teaching agency or program (\$41.61), a copy of a valid government issued photo id must be attached and a copy of your certificate of examination from that agency or program.
- ✓ Enter the date as "MM/DD/YYYY".
- ✓ Enter your name as it appears on your present certificate and photo ID.
 - if your name does not match on these two documents, enter your name as you want it to appear on your duplicate or reciprocal certificate and attach an explanation on a separate page and submit with your application.
- ✓ Check and enter your preferred mail address, either home or business.
- ✓ Clearly enter your email address
- ✓ Sign the application
- ✓ Submit the application:
 - By email (preferred) to CHS@houstontx.gov
 - By postal mail to the PO Box at the top of the application.

Your application will be processed within 2 business days of receipt and an invoice for the fee (\$29.72) for a duplicate or \$41.61 for a reciprocal) will be emailed to the email address you provided on the application. Payment options will be included with the emailed invoice.